



Participant Guide – PO321: Processing Purchase Orders

State of Kansas



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



TABLE OF CONTENTS

Course Overview	3
Course Objectives	3
Agenda.....	3
Lesson 1: Understanding Purchase Orders	5
Objectives	5
Topic 1: Purchase Order Key Concepts	5
Topic 2: Processing Purchase Orders within the Purchasing Process	7
Topic 3: Key Roles and Tasks Involved in Purchase Orders	9
Lesson Review.....	10
Lesson 2: Process Purchase Orders	11
Objectives	11
Topic 1: PO Auto Sourcing	11
Topic 2: Sourcing Workbench	12
Topic 3: Entering Procurement Card Information on Purchase Orders	18
Topic 4: Review ChartField Information on a Direct Connect Purchase Order	21
Topic 5: Approve Purchase Orders	22
Topic 6: Manually Budget Checking Purchase Orders.....	26
Topic 7: Create Purchase Order Change Order	28
Topic 8: Review Purchase Order Change Order	35
Topic 9: Create RTV Against a Purchase Order	39
Topic 10: Dispatch RTV to Vendor	44
Topic 11: Purchase Order Reconciliation and Closing	45
Topic 12: Entering Asset Details on Purchase Orders	45
Topic 13: Entering Project Information on Purchase Orders	48
Topic 14: Inspection Required Checkbox	50
Topic 15: Creating Purchase Order Schedules.....	52
Lesson Review	53
Lesson 3: Reviewing Purchase Orders	54
Objectives	54
Topic 1: Reviewing Purchase Orders	54
Topic 2: View Printable Version of Purchase Order	57
Topic 3: Purchase Order Reconciliation Workbench.....	63
Topic 4: SRM (Supplier Relationship Management) Dashboard	70
Topic 5: Review Purchase Order Change History.....	70
Lesson Review	75



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Explain key purchase order terms
- Describe how purchase order processes fit into Purchasing within the SMART system
- Edit and process purchase orders
- Review purchase order status and historical data

Agenda

Today, we will cover the following topics:

- Key Concepts for Processing Purchase Orders
- Purchase Orders within the Purchasing Process
- Roles and Responsibilities Involved in Purchase Orders
- Understanding Purchase Order Auto Sourcing
- Using the Sourcing Workbench
- Entering Procurement Card, Asset Detail, and Project Information on Purchase Orders
- Approving Purchase Orders
- Manually Budget Checking Purchase Orders
- Creating and Reviewing Purchase Order Change Orders
- Creating Return To Vendor (RTV) Against a Purchase Order

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



- Reconciling and Closing Purchase Orders
- Using the PO Inspection Required Checkbox
- Reviewing Purchase Orders
- Using the Purchase Order Reconciliation Workbench
- Viewing the SRM (Supplier Relationship Management) Dashboard
- Reviewing Purchase Order Change History

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Lesson 1: Understanding Purchase Orders

Objectives

Upon completion of this lesson, you will be able to:

- Define basic purchase order terms
- Explain how purchase orders fit in to the end-to-end processes for Purchasing
- List the roles involved in the purchase order process and describe the tasks performed by each role



Key Terms

- **Purchase order (PO)** – Commitments from an organization to vendors to purchase goods or services from that vendor on a specific date. The purchase information, such as item, quantity, freight terms, shipping terms, payments terms, and shipping instructions, are listed on the document and are part of the contractual nature of the purchase order.
- **Encumbrance** – Amount of legal obligation to spend in the future, e.g., issuing a purchase order to a vendor

Topic 1: Purchase Order Key Concepts

- Purchase orders in SMART Purchasing consist of a tree structure
 - The tree structure consists of one-to-many relationships between component parts and their subordinates
 - The component parts are the header, lines, schedules, and distributions

Participant Notes:

- Each purchase order has a single header containing general information about the purchase order
 - Each header may have one or more related lines, which represent the goods and/or services being purchased
 - Each line can have one or more schedules, which determine when and where you want the goods and/or services delivered or performed
 - Each schedule (or shipment) can be distributed to one or more departments, accounts, funds, etc. (ChartField distributions)
- The following figure provides an example of the purchase order structure for a purchase order in SMART

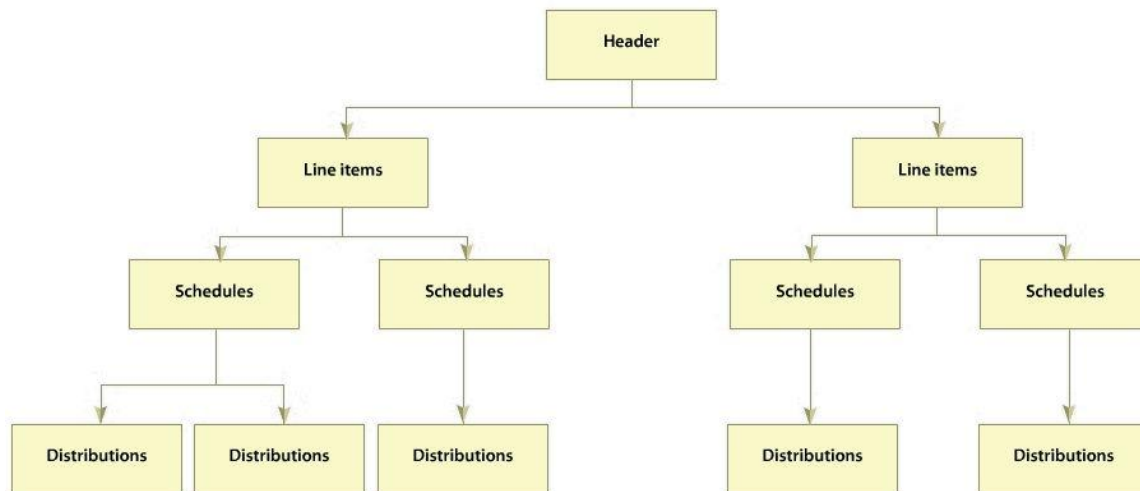


Figure 1. Purchase Order Structure in SMART

- There are only four agencies using pre-encumbrances in SMART at Go Live (July 2010). A pre-encumbrance is created when a purchase requisition is budget checked in SMART. Budget Checking a purchase order in SMART

Participant Notes:

- creates a hard encumbrance for the amount of the purchase order. The hard encumbrance for the purchase order is released after the related voucher is paid.
- **Item Master Catalog** – It is important to know that as of July 2010, the item master catalog will contain only some items for statewide contracts. As time progresses, additional items will be added to the item master catalog.

Topic 2: Processing Purchase Orders within the Purchasing Process

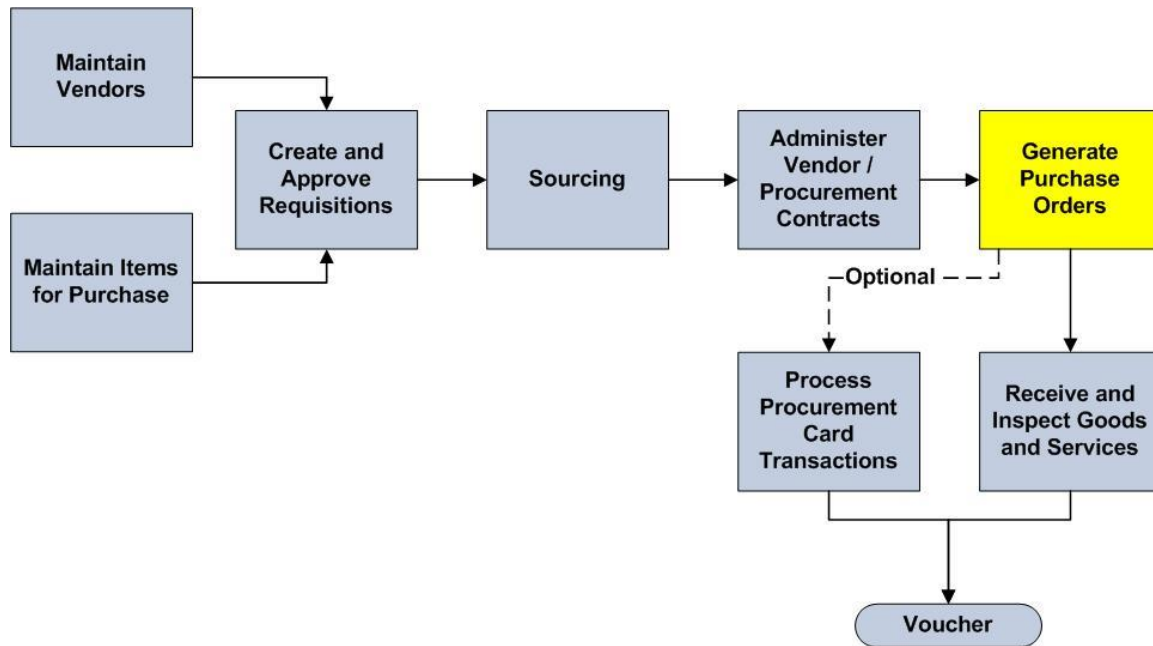


Figure 2. End-to-End Purchasing Process with Purchase Orders

- The **Generate Purchase Orders** process is at the core of the **Purchasing** process and includes creating, reviewing, approving, and updating purchase

Participant Notes:

orders (via purchase order change order)

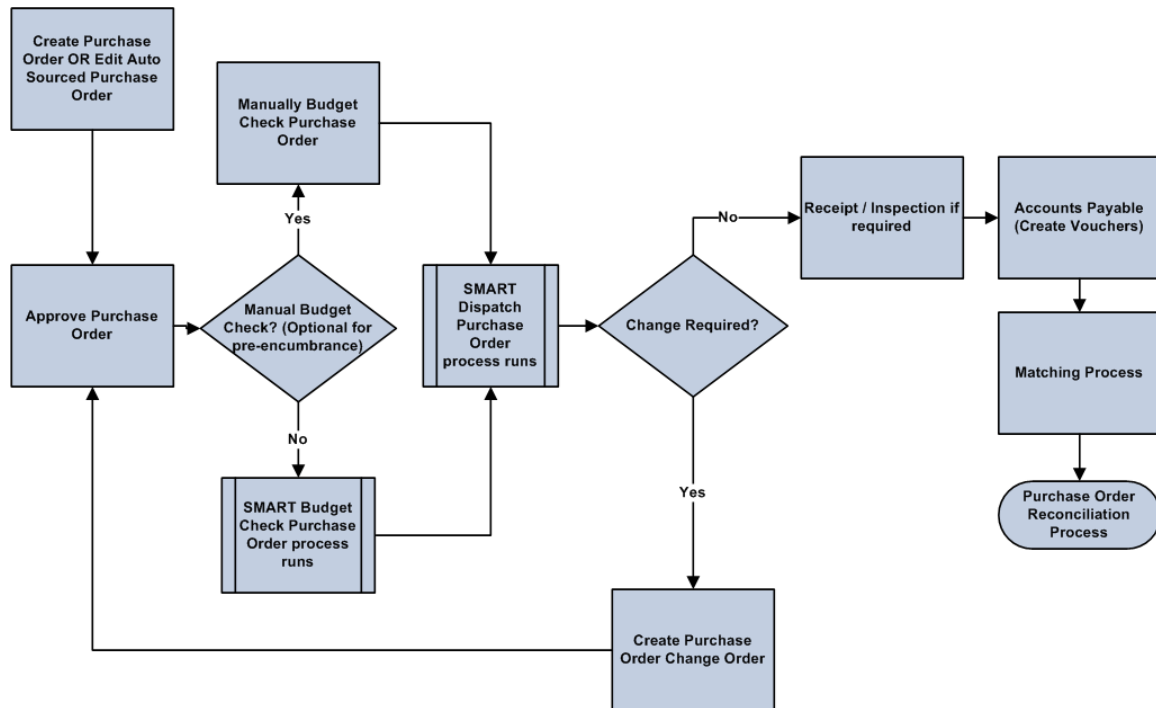


Figure 3. End-to-End Purchase Order Process

- **Automatic Purchasing Sourcing (PO Auto Sourcing)** is a collection of application engine processes in SMART Purchasing that move data from the PO Staging tables to purchase orders
- The **Sourcing Workbench** lets you review the contents of the staging tables before and after each step in the sourcing process

Participant Notes:

- The **Managing Purchase Orders** process prepares purchase orders for dispatching to the vendor.
- **Managing Purchase Order Change Orders** lets you change purchase orders after they have been dispatched
- The **Receipt and Inspection** process includes receiving and inspecting goods and/or services sent by the vendor
- The **Matching and Reconciliation** processes involve analyzing receipts against purchase orders so that the amounts on the purchase order can be closed



Walkthrough/Activity

We will now complete an Activity: Purchase Orders Matching game

Topic 3: Key Roles and Tasks Involved in Purchase Orders

Role	Description
Kansas Buyer	Updates purchase orders
Agency Contract Processor	Creates contracts, sets up collaborations, and performs contract maintenance
Kansas RFx Processor (KDOT)	Initiates sourcing events, performs RFx maintenance, and awarding of events
Agency Buying Administrator	Maintains agency purchase orders and closes out unfilled purchase orders
Kansas Super Buyer (KDOT)	Creates purchase orders, including purchase orders from events
Central Purchasing Administrator	Maintains the setup tables related to Purchasing, excluding the Items Master Table

Participant Notes:

Role	Description
All Approver Roles	<ul style="list-style-type: none"> Agency Purchasing Approver Kansas Ad-Hoc Approver Kansas Ad-Hoc Requestor <p>Approval roles associated with purchase orders</p>

Table 1. Purchasing Roles and Key Activities for Processing Purchasing Requisitions

Lesson Review

In this lesson, you learned to:

- Define basic purchase order terms and concepts
- Explain how purchase orders fit in to the end-to-end processes for Purchasing
- Describe the roles involved in the purchase order process and the tasks performed by each role



Additional Resources

The following are additional resources that provide more detail about the lesson we have covered:

- SMART Website – Purchasing – purchase order materials
- State of Kansas Division of Purchases website - <http://www.da.ks.gov/purch/>

Participant Notes:

Lesson 2: Process Purchase Orders

Objectives

Upon completion of this lesson, you will be able to:

- Explain the PO Auto Sourcing process
- Navigate to and use the Sourcing Workbench
- Enter procurement card information on a purchase order
- Review ChartField information for Direct Connect purchase orders
- Approve purchase orders
- Manually budget check purchase orders
- Create and review purchase order change orders and schedules
- Create and dispatch a Return to Vendor (RTV) against a purchase order
- Explain the concept of purchase order reconciliation and closing
- Enter asset details on a purchase order
- Enter project information on a purchase order
- Use the PO Inspection Required checkbox
- Edit an existing purchase order schedule

Topic 1: PO Auto Sourcing

- **Automatic Purchasing Sourcing (PO Auto Sourcing)** is a collection of application engine processes in SMART Purchasing that move data from the PO Staging tables to purchase orders
 - The data on the purchase order staging tables is created by various processes that collect item requests such as requisition selection.
 - The automatic purchasing sourcing process includes four steps:

Participant Notes:

1. **Build Staging Rows** – Creates temporary rows in SMART used to store PO information and calculations used to create the PO
 2. **Select Requisitions** – Selects approved requisitions to move into staging tables
 3. **Run PO Calculations** – Performs all the calculations necessary to create the PO and stores the results in the staging tables. Calculations include vendor, due date, price, and requisition consolidation.
 4. **Create PO** – Builds the PO using rows on the staging table that have been processed by the PO Calculations process
- The PO Auto Sourcing process enables you to select multiple sourcing processes that you want to run and runs the selected processes in the correct sequence on the same set of records.

Topic 2: Sourcing Workbench

- The **Sourcing Workbench** lets you review the contents of the staging tables before and after each step in the sourcing process. Using the Sourcing Workbench, you can:
 - Analyze transactions in the PO staging tables during each step of the sourcing process
 - View all or subsets of rows in the staging tables
 - View rows that are rejected during the sourcing processes
 - View the detailed error messages
 - Correct the sourcing errors



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Using the Sourcing Workbench.

Participant Notes:

PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool


Page Name	Navigation
Sourcing Workbench – Sourcing	Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench – Sourcing


Sourcing Workbench

Sourcing

▼ Search Criteria

Process Instance:	<input type="text"/>	PO Stage Type:	<input type="text"/>
Business Unit:	<input type="text" value="00200"/>	PO Stage ID:	<input type="text"/>
Requisition ID:	<input type="text"/>	Stage Status:	<input type="text"/>
Buyer:	<input type="text"/>	Item ID:	<input type="text"/>
System Source:	<input type="text"/>	Line Number:	<input type="text"/>
		Schedule Number:	<input type="text"/>

Customize | Find | View All | 

Selected Items **Stage Info** 







Instance	Stg Status	Unit	Buyer	Vendor ID	Loc	Item ID	Description
23216	 Completed	00200	Jerry Clements	0000000005	MAIN-KCMO	000000000000000009	Sharp Copier
21070	 Completed	00200	Batista,Juan	0000000002	MAIN	Item	Test Item 2
21070	 Completed	00200	Batista,Juan	0000000002	MAIN	Item	Test Item
21070	 Completed	00200	Jerry Clements	0000000002	MAIN	000000000000000002	Sample Photocopiers
21070	 Completed	00200	Jerry Clements	0000000002	MAIN	000000000000000002	Sample Photocopiers

Figure 4. Sourcing – Selected Items Tab

Fields	Description
Sourcing page	Select sourcing criteria and view the rows of data matching your search criteria
Sourcing Details 	Click the Sourcing Details link to go to the Sourcing Details page for the item
Stg Status	See the staging status for the process instance
Unit	See the business unit for the staged row
Buyer	See the buyer for the staged row
Loc	See the location for the staged row

Participant Notes:

PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool

Fields	Description
Vendor ID	Use the link to access vendor information for the staged row
Item ID	Use the link to access inventory item information for the staged row
Description	View descriptions for a specific item
Requisition ID	Review requisition information for the staged row
Purchase order	Access a purchase order created for the staged row

Table 2. Sourcing – Selected Items Fields

Page Name	Navigation
Sourcing Workbench – Sourcing	Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench – Sourcing

Sourcing Workbench

Sourcing

Search Criteria

Process Instance: PO Stage Type:

Business Unit: 00200 PO Stage ID:

Requisition ID: Stage Status:

Buyer: Item ID:

System Source: Line Number: Schedule Number:

Search

Customize | Find | View All | First 1-20 of 86 Last

Instance	Stg Status	Src Method	PO Stg Type	PO Stg ID	Line	Sched Num	Sys Source
23216	Completed	Basic	Requisith	0000000266	1	1	eProcure
21070	Completed	Basic	Requisith	0000000238	2	1	eProcure
21070	Completed	Basic	Requisith	0000000238	1	1	eProcure
21070	Completed	Basic	Requisith	0000000237	1	1	eProcure
21070	Completed	Basic	Requisith	0000000237	1	2	eProcure

Figure 5. Sourcing – Stage Info Tab

Participant Notes:


Fields	Description
Sourcing Details 	Click the Sourcing Details link to go to the Sourcing Details page for the item
Stg Status	See the staging status for the item

Table 3. Sourcing – Stage Info Fields

Page Name	Navigation
Sourcing Details	Purchasing>Purchase Orders>Stage/Source Requests>Sourcing Workbench>Sourcing Details

Sourcing Workbench

Sourcing Details

[Return to Sourcing Page](#)

Process Instance:	23216	Item ID:	000000000000000009
Business Unit:	00200		Sharp Copier
Line:	1	PO Stg Type:	Requisitn
Schedule:	1	PO Stage ID:	0000000266

[Expand All](#)
[Collapse All](#)

Staging Information

*Stage Status:	Completed	PO Process:	AutoSelect
Staged Vendor:	0000000005 GRAINGER-001	System Source:	eProcure
Vendor Loc:	MAIN-KCM	Sourcing Method:	Basic

☐ Let POCalc Override Vendor?
 [Eligible Vendors](#)
[Pricing Information](#)

PO ID: [0000000315](#)
[Schedule Details](#)

Source Transaction Information
Requested Price

[Save](#)
[Notify](#)
[Refresh](#)
[Related Links](#)

Figure 6. Sourcing Details Top of Page

Participant Notes:

Staging Information			
*Stage Status:	Completed	PO Process:	AutoSelect
Staged Vendor:	0000000005 GRAINGER-001	System Source:	eProcure
Vendor Loc:	MAIN-KCN	Sourcing Method:	Basic
<input type="checkbox"/> Let POCalc Override Vendor?		Eligible Vendors Pricing Information	
PO ID: 0000000315		Schedule Details	
Source Transaction Information			
Req ID:	0000000266	Source Document	
Req Line:	1	<input type="checkbox"/> Inventory Source Flag	
Req Sched:	1	Qty Demand:	
<input type="checkbox"/> Consolidate with other Reqs		Physical Nature:	Goods
Requested Price			
Ship To:	MAIN	<input type="checkbox"/> Amount Only <input type="checkbox"/> Zero Price Ind <input checked="" type="checkbox"/> Calculate Price?	
Due Date:			
Quantity:	1.0000 EA	Price Tol Over:	99999999.99999
Std Quantity:	1.0000 EA	Under:	99999999.99999
Price:	1100.00000 USD	%Price Tol Over:	0.00
Base Price:	1100.00000 USD	% Under:	0.00

Figure 7. Sourcing Details – Sections Expanded

Fields	Description
<i>Staging Information</i>	
Stage Status	Select a stage status. If this field is not active, you can change the stage status from "Error" to "Recycle" or to "Reset/Purge" after you have corrected the error on this row so that the PO Calculations process can reprocess the staged row. If the PO Calculations process fails, change the status from "POCALC" to "Recycle" as long as the process is no longer running.

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Fields	Description
Staged Vendor	Select a different vendor. This field is available for entry when the stage status is "Staged", "Pending" (pending approval), "Error", or "Recycle".
Vendor Loc (vendor location)	You can enter a different vendor location under the same circumstances that you can change the vendor for this staged row
Let POCalc Override Vendor?	Select to allow the PO Calculations process to override the vendor for this line. To use the vendor that you select for this line, ensure that this check box is clear.
PO Process	Displays the process that placed the row in the staging tables
Eligible Vendors	Select the vendor to use for the order. View details about each of the vendors for this item.
Pricing Information	View details about the pricing of the item from the requisition
PO ID (purchase order ID)	Displays the purchase order to which this line was sourced. If the line is split sourced and multiple purchase orders are created, the Multiple link appears.
Schedule Details	Click to display the schedule details for the staged row
<i>Source Transaction Information</i>	
Source Document	Click this link to access the transaction from which this line originated. If this line is sourced from a requisition, selecting the link accesses the requisition.
Consolidate with other Reqs (consolidate with other requisitions)	Appears selected if the row originated from a requisition configured to allow the row to be consolidated onto the same purchase order with other rows meeting select criteria, such as having the same item or vendor. The consolidation takes place during the PO Calculations process.

Participant Notes:

Fields	Description
<i>Procurement Card for Payment</i>	
Note: This section only appears if you are using a procurement card as a payment method for the purchase order	
Card Number	Displays the procurement card information that will be used for payment on the purchase order
Card Type	Displays the procurement card information that will be used for payment on the purchase order
Expiration Date	Displays the procurement card information that will be used for payment on the purchase order
<i>Requested Price</i>	
Amount Only	Indicates that the source requisition has a requisition line specified as amount only. If this check box is selected, the Consolidate with other Reqs and the Inventory Source Flag check boxes are not available for entry.
Message	A plain text warning or error message appears if the stage status is either "Error" or "Warning"

Table 4. Sourcing Details Page

Topic 3: Entering Procurement Card Information on Purchase Orders

- Use the **Procurement Card Information** page to review the existing procurement card information, add, or update the procurement card information, or override the existing procurement card with another one
- A **Buyer** that does not have a procurement card as a default may assign one if the **Buyer** has been granted proxy to a cardholder's card

Participant Notes:



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Entering Procurement Card Information on Purchase Orders.



Walkthrough/Activity

We will now complete Activity 1: Entering Procurement Card Information on Purchase Orders in your Activity Guide.

Page Name	Navigation
Procurement Card Information	Purchasing>Purchase Orders>Add/Update POs>Use Procurement Card link

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Maintain Purchase Order

Procurement Card Information

Business Unit: 33300
PO ID: 0000000034

Procurement Card used for payment

Card Number: *****1800 (VISA)
Card Type: Visa
Expiration Date: 08/26/2038

Override with Procurement Card

Card Number:
Card Type:
Expiration Date:
☐ **Don't use Procurement Card**

OK
Cancel
Refresh

Figure 8. Procurement Card Information Page

Fields	Description
Card Number, Card Type, Expiration Date	Display the procurement card information that will be used for payment on this purchase order. If a card is not assigned, no values appear in this group box.
Card Number	Select the procurement card that you want to use for the payment method on this purchase order. The card numbers that are available for selection are p-cards the Buyer has proxy to, or p-cards for which the Buyer is the p-card holder.
Don't use Procurement Card	Select the Don't use Procurement Card check box if you do not want to use a procurement card as the payment method on this purchase order

Table 5. Procurement Card Information Fields

Participant Notes:

Topic 4: Review ChartField Information on a Direct Connect Purchase Order

- Before approving a Direct Connect PO, Buyers should always verify the ChartField information on the purchase order
- Buyers should NOT change the Category Code, but may modify the **Account Code** (which is related to the Category Code)
- In the case of Direct Connect purchase orders (from Staples), the Buyer MUST check that the account code information in the ChartFields on the distribution lines are matched to the same Account code. For example: A premium service charge line (Account code) must match the requisition line (Account code) for the item to which the premium service is associated.

Page Name	Navigation
Distributions for Schedule 1	Purchasing>Purchase Orders>Add/Update POs>Schedules button>Distributions button

Maintain Purchase Order

Distributions for Schedule 1

Unit: 17300 Vendor: STAP ADV-001
 PO ID: 0000000145 Item: [Binder Clip Assortment, 30 Pieces, 3 Sizes: 1/2", 3/4", 1-1/2", Asst Colors](#)
 Line: 1
 Sched: 1 Status: Active
 *Distribute by: Quantity Schedule Qty: 3.0000
 Merchandise Amt: 14.19 USD
 SpeedChart: [Multi-SpeedCharts](#) Doc. Base Amount: 14.19 USD

Distribution

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses										
Dist	Status	Percent	PO Qty	Amount	Currency	*GL Unit	Entry Event	Dept	Fund	Bud Unit	Program	*Account	PC Bus Unit	P
1	Open	100.0	3.0000	14.19 USD	17300			1730101030	1000	9559	01651	523100		

Figure 9. Distributions for Schedule 1 Left of Page

Participant Notes:

Customize | Find | View All | First 1 of 1 Last

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Svc Loc	Aqy Use	ChartField 2	Fund Affil	Affiliate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 10. Distributions for Schedule 1 Right of Page

Page	Description
Distributions for Schedule	Use this page to review the ChartField distribution information for the selected line

Table 6. Distributions for Schedule Information

Topic 5: Approve Purchase Orders

- After you have completed data entry for a purchase order, you can approve or cancel the purchase order
- Confirm the following is correct for the header and/or each line on the purchase order **prior** to performing the approval of the purchase order:
 - Buyer
 - Distribution and ChartField values
 - Ship To Address
 - Quantity
 - Price
 - Vendor Information
 - Comments
 - Contract ID (if applicable)
 - Bill To location
 - PO Dispatch method (default setting is email)

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Note: Before approving a purchase order that was created in a previous fiscal year, the budget date must be updated. Agencies are not able to update budget dates. If your agency needs to update a budget date, please contact Central Division of Purchases.

Send a Dispatched Purchase Order to Multiple Email Addresses

If desired, the **Buyer** can enter multiple email addresses for the dispatch email notification (which is sent as a part of the automated dispatch batch process in SMART).

To enter multiple email addresses, open the **PO Header Details page**, and use the **One Time Fax/Email section** to enter the desired email addresses into the **Email Address** field.



CAUTION!

When entering multiple email addresses, each email address **MUST** be separated from the next email address with a semi-colon.

Maintain Purchase Order

Purchase Order

Unit: 17300 PO Status: Approved ✖
PO ID: 0000000138 Budget Status: Valid
Copy From: ☐ Hold From Further Processing

▼ Header

*PO Date: 03/03/2010 [Vendor Search](#)
Vendor: COX-001 [Vendor Details](#)
*Vendor ID: 0000000005 COX Cable
*Buyer: KPO_BUYER2 KPO Buyer #2
PO Reference:

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)
[PO Details](#) [Document Status](#)
[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Amount Summary

Merchandise: 6,088.00
Freight/Tax/Misc.: 0.00
Total Amount: 6,088.00 USD

Figure 11. Maintain Purchase Order – Purchase Order page – Header Details link

Participant Notes:

Process Control Option

Acknowledgements required for: Not required

Accounting Date: 03/03/2010

☒ Dispatch *Method: Email

Accounting Template: STANDARD

Vendor/Contact Fax/Email

Email ID: mukesh.suryah@da.ks.gov

One Time Fax/Email

The following fax / e-mail will override the vendor/contact information above if specified.

Email Address: mukesh.suryah@da.ks.gov; andy.robinson@da.ks.gov

OK
Cancel
Refresh

Figure 12. Maintain Purchase Order - PO Header Details page – Email Address



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Approving Purchase Orders.



Walkthrough/Activity

We will now complete Activity 2: Approving Purchase Orders in your Activity Guide.

Page Name	Navigation
Purchase Order	Purchasing>Purchase Orders>Add/Update POs>

Participant Notes:

Maintain Purchase Order

Purchase Order

Unit: 33300

PO ID: 0000000034

Copy From:

PO Status: Open ✔ ✖

Budget Status: Not Chkd ✖

☐ Hold From Further Processing

Header

*PO Date: 09/03/2009 Vendor Search

Vendor: PO-001 Vendor Details

*Vendor ID: 0000000049 Oliver's Office Supply

*Buyer: FMSMBUTTERWO Michaela Butterworth

PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd

*Dispatch Method: Email Dispatch

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Amount Summary

Merchandise: 80.00

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 80.00 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To: Retrieve

Lines [Customize](#) [Find](#) [View All](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount
1	10008	Switchback Mt. Biking	4.0000	EA	CYCLING	20.00000	80.00 A

[View Printable Version](#)

*Go to: ... More ...

Save Return to Search Previous in List Next in List Notify Refresh

Figure 13. Approve Purchase Order



Fields	Description
Approve 	Click the Approve PO button to approve the PO
Cancel 	Click the Cancel PO button to cancel the PO

Table 7. Approve Purchase Order Fields

Participant Notes:

Topic 6: Manually Budget Checking Purchase Orders

- Budget checking, which compares expenditure transactions against a defined budget, runs via an automated batch process in SMART on a regular schedule
- You can also run the budget checking process manually from the purchase order to rush a purchase order for dispatching to the vendor. ***Please note that a manual budget check of a purchase order is an exception to the regular business process for the State of Kansas, and should be performed only when absolutely necessary.***
- Once the purchase order status is “Approved” and the budget status is “Valid”, the purchase order is able to be dispatched (by the dispatch automated batch process in SMART)
- If budget check fails, you must correct the errors and re-run the **Budget Check** process before the purchase order can be dispatched
- A successful budget check of a purchase order in SMART creates a hard encumbrance against the budget



Walkthrough/Activity

We will now complete Activity 3: Manually Budget Check a Purchase Order in your Activity Guide.

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Page Name	Navigation
Purchase Order	Purchasing>Purchase Orders>Add/Update POs>

Maintain Purchase Order

Purchase Order

Unit: 33300

PO ID: 0000000034

Copy From:

PO Status: Open

Budget Status: Not Chk'd

☐ Hold From Further Processing

Header

*PO Date: 09/03/2009 [Vendor Search](#)

Vendor: 00-001 [Vendor Details](#)

*Vendor ID: 0000000049 Oliver's Office Supply

*Buyer: FMSMBUTTERWO Michaela Butterworth

PO Reference:

Doc Tol Status: Valid

Receipt Status: Not Recvd

*Dispatch Method: Email Dispatch

Amount Summary

Merchandise: 80.00

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 80.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To: Retrieve

Lines Customize Find View All

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount S
1	10008	Switchback Mt. Biking	4.0000	EA	CYCLING	20.00000	80.00 A

[View Printable Version](#) *Go to: ... More ...

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Figure 14. Manually Budget Check


Fields	Description
	Click the Budget Check button to budget check the PO

Table 8. Manually Budget Check Fields

Participant Notes:

Topic 7: Create Purchase Order Change Order

- Purchase order change orders are used to make changes to a purchase order after it has been dispatched
- Change orders allow you to make and track changes to the original purchase order
- Types of changes include changing the Buyer, adding or removing items, or changing item quantity, price, or schedule
- Clicking the **Change Order** button changes the appropriate fields from read-only to editable
- After creating change orders, the Buyer must approve the changes before they can be dispatched to the vendor
- When a purchase order change order is issued to the vendor, ***you need to add a comment either at the header level or at the line level*** identifying what the change to the purchase order (or change order) is. ***This comment must be sent to the vendor.***

For example, if you are changing the Ship To location, the comment should be: 'Please see the new ship to address noted above'.

- If you neglect to enter header/line comments on a purchase order change order and select the 'Send to vendor' checkbox, the PO change order will not adequately identify the changes to the vendor.



CAUTION!

Direct Connect Purchase Orders from Staples Advantage MUST NOT have purchase order change orders created against them. If you need to correct a Direct Connect PO from Staples, you must re-order the correct goods on a new purchase order and return the goods ordered in error.

Participant Notes:




Walkthrough/Activity

We will now complete Activity 4: Create a Purchase Order Change Order in your Activity Guide.

Page Name	Navigation
Purchase Order	Purchasing>Purchase Orders>Add/Update POs>

Maintain Purchase Order

Purchase Order

Unit: 33300 PO Status: Dispatched 

PO ID: 0000000025 Budget Status: Valid

Copy From: ☐ Hold From Further Processing

Header

*PO Date: 07/28/2009 Vendor Search Doc Tol Status: Valid

Vendor: BAC-001 Vendor Details Backorder Status: None [Create BackOrder](#)

*Vendor ID: 0000000052 Build a Cubicle Receipt Status: Received

*Buyer: CARMEN Contact, Carmen *Dispatch Method: Print

PO Reference:

Header Details PO Activities Add ShipTo Comments

PO Defaults Document Status

Add Comments Requisitions

Amount Summary

Merchandise: 134.91

Freight/Tax/Misc.: 0.00

Total Amount: 134.91 USD

Add Items From Select Lines To Display

Purchasing Kit Catalog Item Search Line: To:

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFG Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount	Stat
1	10061	Personal Cooler	9.0000	EA	CAMPING	14.99000	134.91	Activ

[View Printable Version](#)

*Go to:

Figure 15. Purchase Order Page - Change Order Button

Participant Notes:

Page	Description
Change Order button 	Clicking the Change Order button makes the Buyer and PO Reference fields available for editing

Table 9. Purchase Order Page - Change Order Button Information

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Page Name	Navigation
Schedules	Purchasing>Purchase Orders>Add/Update POs>Schedules link>Statuses tab

Maintain Purchase Order

Schedules

Unit: 33300 Vendor: BAC-001
PO ID: 0000000025 PO Date: 07/28/2009
PO Status: Dispatched

[Return to Main Page](#)

Lines Find | View All First

Line: 1 Item: 10061 Personal Cooler PO Qty: 9.0000 EA Amount: 134.91 USD

Schedules Customize | Find | View All | First

Details Statuses Shipment Matching Receiving Freight RTV

Sched	Due Date	Ship To	Status
1	07/28/2009	KTDSOB	Active

[Add ShipTo Comments](#)

Save Return to Search Previous in List Next in List Notify Refresh Add

Figure 16. Schedules Page – Statuses Tab Create Schedule Change Button


Field	Description
Create Schedule Change button 	Clicking the Create Schedule Change button makes the Due Date and Ship To fields available for editing. Note: This also makes other line information available for editing on other pages and tabs for the purchase order.

Table 10. Schedules Page – Statuses Tab Create Schedule Change Button Information

Participant Notes:

Page Name	Navigation
Schedules	Purchasing>Purchase Orders>Add/Update POs>Line Details link

Maintain Purchase Order

Details for Line 1

PO ID: 0000000025

Vendor: BAC-001

Line: 1

Item: 10061 [Personal Cooler](#)

Line Details

Category: CAMPING

Category Desc: Camping Equipment

Category ID: 00010

Line Status: Active

Backorder Status: None

Amount to Receive: USD

Quantity to Receive:

Amount Summary

Merchandise Amt: 134.91 USD

Doc. Base Amt: 134.91 USD

[Item Availability](#)

Transaction Item Description:
Personal Cooler

Preferred Language Item Description:
Personal Cooler

[Expand All](#) [Collapse All](#)

Item Information

Attributes

RFQ

Contract

Receiving

Figure 17. Details for Line Page - Change Line Button

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool




Field	Description
Change Line button 	Clicking the Change Line button returns you to the Purchase Order page and makes the Item , Description , PO Qty , UOM , and Price fields on the Details tab available for editing Note: This makes other line information available for editing on other pages and tabs for the purchase order.

Table 11. Details for Line Page - Change Line Button Information

Page Name	Navigation
Schedules	Purchasing>Purchase Orders>Add/Update POs>Statuses tab

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Maintain Purchase Order

Purchase Order

Unit: 33300

PO ID: 0000000025

Copy From:

PO Status: Dispatched ▲ ✖

Budget Status: Valid

☐ Hold From Further Processing

Header

*PO Date: 07/28/2009 📅 Vendor Search

Vendor: BAC-001 Vendor Details

*Vendor ID: 0000000052 Build a Cubicle

*Buyer: CARMEN Contact, Carmen

PO Reference:

Doc Tol Status: Valid

Backorder Status: None Create BackOrder

Receipt Status: Received

*Dispatch Method: Dispatch

Amount Summary

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#)

Merchandise: 134.91

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 134.91 USD

Add Items From Select Lines To Display

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Line: 🔍 To: 🔍 Retrieve

Lines Customize | Find | View All | 📄 First 1 of 1 Last

[Details](#) [Ship To/Due Date](#) **[Statuses](#)** [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) ⋮

Backorder Status

Line	Item	Description	Status	Backorder Status
1	10061	Personal Cooler	Active	None

[View Printable Version](#)

*Go to:

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Figure 18. Purchase Order Page – Statuses Tab Change Line Button


Field	Description
Change Line button 	Clicking the Change Line button returns you to the Purchase Order page and makes item information fields on the Details tab available for editing Note: This makes other line information available for editing on other pages and tabs for the purchase order.

Table 12. Purchase Order Page – Statuses Tab Change Line Button Information

Participant Notes:

Topic 8: Review Purchase Order Change Order

- **Purchase Order Change Order** – Purchase order change orders are created when a dispatched purchase order requires modifications that affect the vendor's shipment. After a purchase order change order is created, the **Buyer** must re-approve the purchase order change order. Next, SMART budget checks and dispatches the purchase order change order to the vendor (as part of the next regularly scheduled batch processes).
- Depending on the changes made, a purchase order change order may or may not be dispatched to the vendor. For example: Changing ChartField information. If you change Chartfield information (distribution information), the purchase order change order will not be dispatched to the vendor. However, if you change Schedule information such as a Ship To location, the purchase order change order will be dispatched to the vendor, because the change affects the purchase and/or delivery of the items from the vendor.



Walkthrough/Activity

We will now complete Activity 5: Review a Purchase Order Change Order in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 6: Create a Purchase Order Change Order in your Activity Guide.

Page Name	Navigation
Header Changes	Purchasing>Purchase Orders>Manage Change Orders>Review Change Orders>Header Changes

Participant Notes:

Header Changes
Line Changes
Ship Changes

Business 00200 PO Number: 0000000301
 Unit:

PO Header			
Batch	Seq	Description	More Information
0	0	Billing Location	MAIN
0	0	Buyer	PO03
0	0	Contact	
0	0	Currency Code	USD
0	0	Purchase Order Reference	
0	0	PO Status	D
0	0	Payment Terms ID	30
0	0	Rate Type	CRRNT
0	0	Tax Exempt Flag	Y
0	0	Tax Exemption Number	1234567890

Return to Search
Previous in List
Next in List
Notify

[Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Figure 19. Header Changes Page

Page	Description
Header Changes	<p>Use the Header Changes page to review the purchase order header change information.</p> <p>Note: Use the scroll area to view original values for values that have changed, as well as the changed values.</p>

Table 13. Header Changes Information

Page Name	Navigation
Line Changes	Purchasing>Purchase Orders>Manage Change Orders>Review Change Orders>Line Changes

Participant Notes:

[Header Changes](#)
[Line Changes](#)
[Ship Changes](#)

Unit: 00200 PO Number: 0000000301

Changes to PO Lines				Customize Find View All	First 1-9 of 12 Last
Line	Batch	Seq	Description	More Information	
1	0	0	Status	A	
1	0	0	Buying Agreement ID		
1	0	0	Buying Agreement Line Nbr		
1	0	0	More Information	asset	
1	0	0	Item ID		
1	0	0	Vendor Item ID		
1	0	0	Manufacturer ID		
1	0	0	RFQ ID		
1	0	0	RFQ Line		

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Header Changes](#) |
 [Line Changes](#) |
 [Ship Changes](#)

Figure 20. Line Changes Page

Page	Description
Line Changes	<p>Use the Line Changes page to review purchase order line change information.</p> <p>Note: Use the scroll area to view original values for values that have changed, as well as the changed values.</p>

Table 14. Line Changes Information

Participant Notes:

Page Name	Navigation
Ship Changes	Purchasing>Purchase Orders>Manage Change Orders>Review Change Orders>Ship Changes

[Header Changes](#)
[Line Changes](#)
[Ship Changes](#)

Unit: 00200 PO Number: 0000000301

Changes to PO Schedules					Customize Find View All
Line	Sched	Batch	Seq	Description	More Information
1	1	0	0	Status	A
1	1	0	0	Due Date	05/27/2009
1	1	0	0	Freight Terms Code	DEST
1	1	0	0	Merchandise Amt	5.00000
1	1	0	0	Price	5.00000
1	1	0	0	Purchase Order Quantity	1.00000
1	1	0	0	Ship To Location	54
1	1	0	0	Ship Via	COMMON
1	1	2	1	Status	X

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Header Changes](#) |
 [Line Changes](#) |
 [Ship Changes](#)

Figure 21. Ship Changes Page

Page	Description
Ship Changes	<p>Use the Ship Changes page to review purchase order schedule change information.</p> <p>Note: Use the scroll area to view original values for values that have changed, as well as the changed values.</p>

Table 15. Ship Changes Information

Participant Notes:

Topic 9: Create RTV Against a Purchase Order

- Create a **Return To Vendor (RTV)** when you need to return items to a vendor
- Reasons for initiating an RTV include defective materials, too many items, items shipped in error, or items that you no longer require
- Items must be received in SMART prior to the initiation of an RTV (A receipt must have been created in SMART before an RTV can be created)

Note: The creation of receipts in SMART is covered in PO323 – Managing Receiving, web based training course. This course also contains additional information pertaining to Return To Vendor transactions.



Walkthrough/Activity

We will now complete Activity 7: Create a Return to Vendor Against a Purchase Order in your Activity Guide.



Walkthrough/Activity

We will now complete Activity 8: Create a Return to Vendor Against a Purchase Order in your Activity Guide.

Page Name	Navigation
RTV	Purchasing>Return to Vendor>Add/Update RTV

Participant Notes:

Business Unit: 00200
RTV ID: NEXT
Status: Open

Vendor Name: INVENDOR-001
***Vendor:** 0000000065
Location: MAIN
***Buyer:** PO03 Jerry Clements

RTV Lines

[Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

[RTV Lines](#)
[Optional Input](#)
[Return Quantities](#)
[Source Information](#)

Sel	Line	*Action	*Disposition	*Reason	RMA Number	RMA Line	Item ID	Description	Status
<input type="checkbox"/>	1	Crec	Ship	DEFE	112534			Consulting Svcs	Open
<input checked="" type="checkbox"/>	2	Excl	Ship	DEFE	112535			Test Item 9-10-09	Open

[Select Receipt](#) [RTV Defaults](#) [Override Vendor Address](#) [Select Source Details](#) [RTV Fees](#)
[Select PO](#) [Header Details](#) [Header Comment](#) [RTV Pro Numbers](#) [Document Status](#)

Figure 22. RTV Page

Fields	Description
Business Unit	Displays the business unit for the RTV
RTV ID	Displays "NEXT" by default. When the RTV is saved, SMART automatically assigns a unique RTV number.


Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Fields	Description
Status	<p>Displays the status of the RTV header. Values are:</p> <ul style="list-style-type: none"> • Open – Designates that one or more RTV lines are open. Appears by default when the RTV is initiated. • Shipped – When the line's shipped quantity equals the returned quantity. Once the header is in "Shipped" status, you can no longer select the RTV for this function. • Closed – All of the RTV lines have been closed by the RTV Reconciliation process. For the State of Kansas, this is a monthly automated batch process in SMART. • Cancelled – All RTV lines have been cancelled
Vendor Name	Displays the name of the vendor to whom you are returning the goods
Vendor	Displays the vendor ID of the vendor to whom you are returning the goods
Location	Displays the location code to which you are returning the goods
Buyer	Displays the Buyer responsible for the return
Ship RTV 	<p>Click the Ship RTV button to designate that all of the RTV merchandise for the selected line and associated distributions has been shipped. This sets the shipped quantity on the RTV transaction and distribution lines to a value equal to the return quantity. The RTV line and distribution statuses are then set to Shipped.</p>

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Fields	Description
Cancel RTV	Click this button to cancel all of the RTV lines and associated distributions. The RTV header status is set to "Cancelled." Note: You can only cancel an RTV with a status of "Open." Canceling an RTV cannot be reversed.
Cancel Line	Click this button to cancel the selected RTV line and associated distributions. Note: Canceling an RTV line cannot be reversed.
Action	Select the return action for the returned item(s). This selection determines valid selections for the other options on the page. Note: A "Credit" action is not available for receipts that originate from a purchase order that is using a procurement card as the payment method.
Disposition	Displays the disposition for the returned item(s). Ship appears by default. <ul style="list-style-type: none"> • Ship – Indicates that the RTV goods are to be shipped back to the vendor • Destroy – Indicates that the RTV goods are to be destroyed
Reason	Select the reason for returning the product to the vendor
RMA Number	Enter the return material authorization number, if provided by the vendor
RMA Line	Enter the RMA Line number provided by the vendor if multiple items are being returned against a single RMA number



Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Fields	Description
Status	<p>Displays the status of the RTV line. Values are:</p> <ul style="list-style-type: none"> • Open – This status appears by default when the vendor return is initiated • Shipped – The line has been shipped. A line is considered shipped when the line's Ship Qty equals the Return Qty. • Closed – The line has been closed • Cancelled – The line has been canceled
RTV Details 	Click the RTV Details button to go to the Distribution Details page and enter distribution information for the item that you want to return
RTV Line Comments 	Enter comments at the RTV line level. You can enter a unique comment or select from predefined standard comments.
Select Receipt	Click the Select Receipt link to go to the Select Receipt page and search parameters to retrieve receipt lines that you want to transfer to the RTV page.
RTV Defaults	View details regarding how the RTV adjustments are to be handled and view the method by which the vendor is to be notified of the RTV transaction
Override Vendor Address	Click the Override Vendor Address link to change the ship to address for the return
Select Source Details	If you are returning against a purchase order distribution, the Select Purchase Order Distribution page appears. If you are returning against a receipt that is not associated to a purchase order, the Select Receipt Distribution page appears. Use either page to retrieve and select the distribution information against which you are returning a product.

Participant Notes:

Fields	Description
RTV Fees	View the fees that appear by default onto the RTV transaction from the vendor, vendor-item, and the receipt
Select PO	Search for and retrieve purchase order schedules against which to create RTVs. Note: Only purchase orders that do not require receipts are available for selection.
Header Details	Enter RTV header details, including shipping information
Header Comment	Enter comments at the RTV header level
RTV Pro Numbers	Update or insert multiple progressive numbers for RTV lines
Document Status	Review information about procurement documents associated with this vendor return

Table 16. RTV Page Fields

Topic 10: Dispatch RTV to Vendor

- After you have created a **Return To Vendor (RTV)** you need to **manually dispatch** the RTV to the vendor. There is NO batch dispatch process in SMART for dispatching RTV's to vendors.



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Dispatching RTV.

- Review Job Aid:** RTV Header/Line Statuses

Participant Notes:

Topic 11: Purchase Order Reconciliation and Closing

- Once a purchase order is dispatched and received, it must be closed and reconciled against the associated receipts
- The **Purchase Order Reconciliation** process involves analyzing receipts against purchase orders so that the amounts on the order can be closed
 - Purchase orders that have associated receipts must go through a series of checks and balances before they can be considered for closing and reconciliation processes
 - Only purchase orders that have amounts that are completely received or canceled can be reconciled and closed. This allows the purchase orders to be posted and archived.
 - Batch processes in SMART complete the reconciliation and close processes for applicable purchase orders

Topic 12: Entering Asset Details on Purchase Orders

- Asset information includes the asset tag number, cost type, cost of the asset, and line and schedule details
- The asset ID is entered at the line **Distribution**, which is within the schedule of the purchase order



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Entering Asset Details on Purchase Orders

Participant Notes:

PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool

Page Name	Navigation
Purchase Order Defaults – Asset Information tab	Purchasing>Purchase Orders>Add/Update POs>PO Defaults link>Asset Information tab

Purchase Order Defaults

Unit: 17300 PO ID: NEXT Vendor: ANDY DESIG-001

Default Options

☐ **Default** If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

☒ **Override** If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category: Unit of Measure:

Schedule

Ship To: 694001 Topeka Admin, Central Office Ultimate Use Code:

Due Date: Original Promise Date:

Ship Via: COMMON Freight Terms Code: FOBDESTALL

Arbitration: Freight Charge Method:

*Distribute by: Quantity [One Time Address](#)

Distribution

SpeedChart:

Distributions Customize | Find | View All | First 1-3 of 3 Last

Dist	Percent	AM Bus Unit	Profile ID	Capitalize	Cost Type
1	40.0000	17300	541310	<input type="checkbox"/>	<input type="text"/>

Figure 23. Purchase Order Defaults – Asset Information Tab

Fields	Navigation
Percent	Enter the percent allocation for the item
AM Bus Unit	Enter the Asset Management business unit for the item
Profile ID	Enter the profile ID for the item
Capitalize	The State of Kansas is not using this functionality for Purchasing. Please do not use this checkbox.

Participant Notes:

Fields	Navigation
Cost Type	The State of Kansas is not using this functionality for Purchasing. Please do not use this field.

Table 17. Asset Information Tab Fields

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 33300 PO ID: 0000000025 Vendor: BAC-001 Change Order: 1

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
Select 'Apply to All Distributions' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distributions
<input type="checkbox"/>	1	Pct	100	
<input type="checkbox"/>	1	AM Bus Unit	33300	<input type="checkbox"/>
<input type="checkbox"/>	1	Profile ID	FURNITURE	<input type="checkbox"/>
<input type="checkbox"/>	1	Capitalize	N	<input type="checkbox"/>
<input type="checkbox"/>	1	Cost Type	C	<input type="checkbox"/>

☒ [Select All](#) ☐ [Clear All](#)

OK Cancel Refresh

Figure 24. Asset Information Retrofit Page

Page	Description
Retrofit field changes to "all" existing PO lines/schedules/distributions...	Lets you retrofit the default field value changes to lines, schedules, and distributions on a purchase order without having to apply them to each area. Use the Apply checkbox to choose the distribution line and field change you want to make.

Table 18. Asset Information Retrofit Information

Participant Notes:

Topic 13: Entering Project Information on Purchase Orders

- Add project information if an item or service is associated with a specific project
- Project information includes the **PC Business Unit**, **Project**, **Activity**, **Source Type**, **Category**, and **Subcategory** fields



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Entering Project Information on Purchase Orders.

Page Name	Navigation
PO Defaults – Chartfields tab	Purchasing>Purchase Orders>Add/Update POs>PO Defaults link>Chartfields tab



The screenshot shows a form with the following fields and values:

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Service Loc	Agency Use	ChartField 2	Fund Affiliat
33300	00000000000000183	00000000	MATER	HRDWR	G&A				

Figure 25. Purchase Order Defaults – Chartfields Tab Project Fields

Field	Description
PC Bus Unit	Enter a Project Costing business unit for the item
Project	Enter a project for the item
Activity	Enter an activity for the item
Source Type	Enter a source type for the item
Category	Enter a category for the item
Subcategory	Enter a subcategory for the item

Table 19. Chartfields Tab Project Fields

Participant Notes:

Page Name	Navigation
Retrofit field changes to "all" existing PO lines/schedules/distributions...	Purchasing>Purchase Orders>Add/Update POs>PO Defaults link>Chartfields tab>OK button

Maintain Purchase Order

Retrofit field changes to "all" existing PO lines/schedules/distributions.....

Unit: 33300 PO ID: 0000000025 Vendor: BAC-001 Change Order: 1

For Line and Schedule defaults, Select 'Apply' to apply changes to all lines and schedules.
For Distribution defaults, Select 'Apply' to apply changes to the Distrib Line.
Example: If you select 'Apply' for Distrib Line 3, the change is applied to each Distrib Line 3 on the PO.
Select 'Apply to All Distribs' to apply changes to all distribution lines on the PO.

Apply	Distrib Line	Field Name	Field Value	Apply to All Distribs
<input type="checkbox"/>	1	PC Bus Unit	33300	<input type="checkbox"/>
<input type="checkbox"/>	1	Project	0000000000000183	<input type="checkbox"/>
<input type="checkbox"/>	1	Activity	0000000000000001	<input type="checkbox"/>
<input type="checkbox"/>	1	Source Type	MATER	<input type="checkbox"/>
<input type="checkbox"/>	1	Category	HRDWR	<input type="checkbox"/>
<input type="checkbox"/>	1	Subcategory	G&A	<input type="checkbox"/>

☒ Select All ☐ Clear All

OK Cancel Refresh

Figure 26. Project Information Retrofit Page

Page	Description
Retrofit field changes to "all" existing PO lines/schedules/distributions...	Lets you retrofit the default field value changes to lines, schedules, and distributions on a purchase order without having to apply them to each area. Use the Apply checkbox to choose the distribution line and field change you want to make.

Table 20. Project Information Retrofit Information

Participant Notes:

Topic 14: Inspection Required Checkbox

- The **Inspection Required checkbox** is used when items must be inspected upon receipt
- The **Buyer** is responsible for selecting the Inspection Required checkbox on the purchase order
- Choosing the Inspection Required check box means the **Buyer** is designating the item as requiring inspection
 - By choosing the Inspection Required check box, you “open” the **Inspection Routing** field
 - Inspection Routings are specific inspection instructions that are to be performed during receiving.
- Inspection ID codes are agency specific, and are used to determine the type of inspection that is required by the **Receiver**



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Using the PO Inspection Required Checkbox.



Walkthrough/Activity

We will now complete Activity 9: PO Inspection Required Checkbox in your Activity Guide.

Page Name	Description
Purchase Order – Receiving tab	Purchasing>Purchase Orders>Add/Update POs>Receiving tab

Participant Notes:

Maintain Purchase Order

Purchase Order

Unit: 33300 PO Status: Open ☒ ☐ ☐

PO ID: 0000000025 Budget Status: Not Chk'd ☐

Change Order: 1

Copy From:

☐ Hold From Further Processing

Header

*PO Date: 07/28/2009 Vendor Search Doc Tol Status: Valid

Vendor: BAC-001 [Vendor Details](#)

*Vendor ID: 0000000052 Build a Cubicle

*Buyer: CARMEN Contact, Carmen

PO Reference:

Receipt Status: Partial

*Dispatch Method: Print

Amount Summary

Merchandise: 60.00

Freight/Tax/Misc.: 0.00

Total Amount: 60.00 USD

[Header Details](#) [PO Activities](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Document Status](#)

[Add Comments](#) [Requisitions](#)

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) [Item Search](#) Line: To:

Lines [Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [RFQ](#) [Contract](#) [Receiving](#) [Inspect ID](#)

Line	Item	Description	*Receiving Required	Inspection Required	Inspect ID
1	10061	Personal Cooler	Receiving is Required <input type="button" value="v"/>	<input checked="" type="checkbox"/>	TST <input type="text"/>

[View Printable Version](#) *Go to:

Figure 27. Inspection Required Checkbox

Field	Description
Receiving Required	Choose the receiving option for the line. Options are: <ul style="list-style-type: none"> Do Not Receive Receiving is Optional Receiving is Required

Participant Notes:

Field	Description
Inspection Required	Click the Inspection Required checkbox to indicate that the line item requires inspection when it is received by a Receiver
Inspect ID	Enter the inspect ID code to determine what type of inspection is required for the item. Note: This field does not appear until the Inspection Required checkbox is selected and you click the Save button to update the purchase order.

Table 21. Inspection Required Fields

Topic 15: Creating Purchase Order Schedules

- A **purchase order schedule** includes information for each line of the purchase order, such as shipping location, due dates, and quantity.
- The purchase order schedule is a useful tool if the **Buyer** needs to change charges for purchase items, shipping location, due dates, or items.
- Once the purchase order has been dispatched, these changes will need to occur through a purchase order change order.



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating Purchase Order Schedules.

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Lesson Review

In this lesson, you learned to:

- Explain the PO Auto Sourcing process
- Use the Sourcing Workbench
- Enter procurement card, asset, and project information on a purchase order
- Review ChartField information for Direct Connect purchase orders
- Approve and manually budget check purchase orders
- Create and review purchase order change orders and schedules
- Create and dispatch a Return to Vendor (RTV) against a purchase order
- Explain the concept of purchase order reconciliation and closing
- Use the Inspection Required checkbox on a purchase order

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Lesson 3: Reviewing Purchase Orders

Objectives

Upon completion of this lesson, you will be able to:

- Review purchase orders
- View a printable version of a purchase order
- Use the Purchase Order Reconciliation Workbench
- View the SRM (Supplier Relationship Management) Dashboard
- Review Purchase Order Change History

Topic 1: Reviewing Purchase Orders

- After you create a purchase order in SMART Purchasing, you may need to view it for future transactions
- Use the **Purchase Order Inquiry** pages to view header, line, schedule, distribution details, and other purchase order information for an existing purchase order
- All the information is display-only (view only, not editable) on the Purchase Order Inquiry pages



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Reviewing Purchase Orders.

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Page Name	Description
Purchase Order Inquiry – Purchase Order	Purchasing>Purchase Orders>Review PO Information>Purchase Orders>Purchase Order Inquiry

Purchase Order Inquiry

Purchase Order

Unit: 00800
PO ID: 02.PC.02.1
Change Order: 1

PO Status: Dispatched
Budget Status: Valid

Header

PO Date: 07/17/2009
Vendor: STATE-001
Vendor ID: 0000000002
Buyer: PC01
PO Reference:

[Vendor Details](#)
[Header Details](#)
[All RTV](#)
[Matching](#)
[Document Status](#)
[Change Order](#)

Doc Tol Status: Valid
Backorder Status: None
Receipt: Not Recvd
☐ Hold From Further Processing

Amount Summary
Merchandise: 9,000.00
Freight/Tax/Misc.: 0.00
Total: 9,000.00 USD

Select Lines To Display

Lines

Customize | Find | View All | First 1 of 1 Last

Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
1	0000000000000000009	Sharp Copier	44101501	1.0000	EA	9,000.00 USD	Active

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Figure 28. Purchase Order Inquiry - Purchase Order Page

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Page	Description
Purchase Order Inquiry – Purchase Order	Use this page to view purchase order information. Note: This is an inquiry version of the Maintain Purchase Order - Purchase Order page.

Table 22. Purchase Order Inquiry - Purchase Order Page Information

Field	Description
Vendor Details	Click the Vendor Details link to go the Purchase Order Inquiry – Vendor Details page and review vendor detail information for the purchase order
Header Details	Click the Header Details link to go the Purchase Order Inquiry – Header Details page and review purchase order header details for the purchase order
All RTV	Click the All RTV link to go the RTV Information page and review details about any RTV transactions associated with the purchase order
Matching	Click the Matching link to go the Purchase Order Inquiry – PO Matching page and review purchase order-matching information for the purchase order
Header Comments	Click the Header Comments link to go the PO Header Comments page and review comments for the purchase order
Document Status	Click the Document Status link to go the PO Document Status page and review procurement documents associated with the purchase order
Procurement Card	Click the Procurement Card link to go the Purchase Order Inquiry – Procurement Card Information page and review procurement card information that is being used as the payment method for the purchase order

Participant Notes:




Field	Description
Change Order	Click the Change Order link to go the Review Change Orders – Header Changes page and review the change order history associated with the purchase order
Item Description	Click the Item Description link to go the Item Description page and review descriptions for a specific item on the purchase order
Line Details 	Click the Line Details button to go the Details for Line page and review purchase order line details
Line Comments 	Click the Line Comments button to go the PO Line Comments page and review line comments for a transaction on the purchase order
Schedule 	Click the Schedule button to go the Purchase Order Inquiry - Schedules page and review information about the purchase order schedule

Table 23. Purchase Order Inquiry - Purchase Order Page Fields

Topic 2: View Printable Version of Purchase Order

Page Name	Description
View Printable Version	Purchasing>Purchase Orders>Add/Update POs>Purchase Order page > View Printable version link (bottom left of page)

Participant Notes:

Maintain Purchase Order

Purchase Order
Unit: 17300
PO ID: 0000000138
Copy From:

PO Status: Approved ✖
Budget Status: Valid
☐ Hold From Further Processing

▼ Header

*PO Date: 03/03/2010 [Vendor Search](#)
Vendor: COX-001 [Vendor Details](#)
*Vendor ID: 0000000005 COX Cable
*Buyer: KPO_BUYER2 KPO Buyer #2
PO Reference:

Receipt Status: Not Recvd
*Dispatch Method: Email

Amount Summary

Merchandise: 6,088.00
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 6,088.00 USD

[Header Details](#) [PO Activities](#) [Edit ShipTo Comments](#)
[PO Defaults](#) [Document Status](#)
[Add Comments](#) [Requisitions](#) [Use Procurement Card](#)

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
Line: To: Retrieve

Lines

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving

Customize Find View All

Line	Item	Description	PO Qty	*UOM	Category	Price	Amount
1	00000000000000000018	EP.02.01-3 Printer 1	1.0000	EA	55121715	6,088.00000	6,088.00

[View Printable Version](#)

*Go to: ... More ...

Figure 29. Maintain Purchase Order – Purchase Order Page – View Printable Version link

Clicking the **View Printable Version** link on the Purchase Order page opens the **Process List** page in a new window. **Maximize** the new window so you are able to view the whole page.

Participant Notes:

Process List

Server List

View Process Request For

User ID: KPO_SUPERU

Type:

Last: 1 Days

Refresh

Server: PSNT

Name:

Instance:

to

Run Status:

Distribution Status:

Save On Refresh

Process List

Customize | Find | View All | First 1-14 of 14 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	31244		SQR Report	POPO005	KPO_SUPERUSER	03/10/2010 11:20:24AM CST	Success	Posted	Details
<input type="checkbox"/>	31234		SQR Report	POPO005	KPO_SUPERUSER	03/10/2010 11:14:35AM CST	Success	Posted	Details
<input type="checkbox"/>	31233		SQR Report	POPO005	KPO_SUPERUSER	03/10/2010 11:13:15AM CST	Success	Posted	Details
<input type="checkbox"/>	31194		Application Engine	FS_BP	KPO_SUPERUSER	03/10/2010 9:48:11AM CST	Success	Posted	Details
<input type="checkbox"/>	31063		Crystal	POY1100-	KPO_SUPERUSER	03/09/2010 3:24:03PM CST	Success	Posted	Details

Figure 30. Process List page

Click the **Details** link on the Process List page for the correct instance to open the **Process Detail** page.

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Process Detail

Process	
Instance:	31244
Type:	SQR Report
Name:	POPO005
Description:	PO Dispatch/Print
Run Status:	Success
Distribution Status:	Posted

Run	Update Process
Run Control ID: PS_PO_173000000000145_2734650	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSNT	
Recurrence:	

Date/Time	Actions
Request Created On: 03/10/2010 11:20:24AM CST	Parameters Transfer
Run Anytime After: 03/10/2010 11:20:24AM CST	Message Log
Began Process At: 03/10/2010 11:20:30AM CST	Batch Timings
Ended Process At: 03/10/2010 11:20:44AM CST	View Log/Trace

OK
Cancel

Figure 31. Process Detail page

Click the **View Log/Trace Link** on the Process Detail page to open the **View Log/Trace page**.

Participant Notes:

View Log/Trace

Report

Report ID: 21787

Process Instance: 31244

[Message Log](#)

Name: POPO005

Process Type: SQR Report

Run Status: Success

PO Dispatch/Print

Distribution Details

Distribution Node: PSNT

Expiration Date: 03/17/2010

File List

Name	File Size (bytes)	Datetime Created
POPO005_31244.PDF	3,390	03/10/2010 11:20:44.000000AM CST
POPO005_31244.out	132	03/10/2010 11:20:44.000000AM CST
SQR_00000005_31244.log	1,558	03/10/2010 11:20:44.000000AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	KPO_SUPERUSER

Return

Figure 32. View Log/Trace page

Please use ONLY the POPO005 instance number.PDF file on the View Log/Trace page. Please do NOT use the other two file types listed on the View Log/Trace page.

Click the **POPO005 (instance number).PDF** link to open and view the .PDF file for the purchase order.

Participant Notes:

PO321: Processing Purchase Orders

Participant Guide

Statewide Management, Accounting and Reporting Tool

Department of Administration
900 SW Jackson Street Room 351-G
Topeka KS 66612-1248
United States

Vendor: 0000000022
STAPLES ADVANTAGE
1200 S. TOPEKA AVE
TOPEKA KS 66612

Purchase Order

Purchase Order		Date		Revision		Page	
17302-0000000145		03/09/2010				1	
Payment Terms		Freight Terms		Ship Via			
Due Now		FOB Dest		Prepaid Allow		Common	
Buyer		Phone		Currency			
Sherry Clements				USD			
Ship To: Docking State Office Building 915 SW Harrison Rm B44 Topeka KS 66612 United States							
Bill To: 900 SW Jackson Street Room 351-G Topeka KS 66612-1248 United States							

Line	Qty	Description	Unit	PO Price	Extended Amt	Due Date
1- 1	ACCT1130	Binder Clip Assortment, 30 Pieces, 3 Sizes: 1/2", 3/4", 1-1/2", Assort. Colors	3.00DA	4.73	34.19	03/12/2010
Schedule Total					34.19	
Contract ID: 00000000000000000000000070 Contract Line: 0 Release: 27						
Item Total					34.19	
2- 1	STP135640	Staples Copy Paper, 8-1/2"x11", 180700, 92/104 Brightness, 20 lb, 5,000 Sheets/Ct	2.00CT	30.80	61.60	03/12/2010
Schedule Total					61.60	
Contract ID: 00000000000000000000000070 Contract Line: 0 Release: 20						
Item Total					61.60	
3- 1	WAL32522	Recycled Smart Multi-Use Copy Paper, 8-1/2"x14", Blue, 500/lb	1.00BM	11.90	11.90	03/12/2010
Schedule Total					11.90	
Contract ID: 00000000000000000000000070 Contract Line: 0 Release: 29						
Item Total					11.90	
TEST ORDER - Do NOT Ship Lines 1 & 3 are to a different "Attention" than Line 2. Amount total for lines 1 & 3 is less than \$35 and should error out on Staples end.						
Total PO Amount					117.69	

Unauthorized

Figure 33. .PDF File of Purchase Order (Printable version)

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Note: Refer to your agency business processes for handling dispatching of purchase orders. For example: Some agencies are using electronic image signatures for dispatched purchase orders sent to vendors, while some agencies are using a manual process for signatures.

Topic 3: Purchase Order Reconciliation Workbench

- The **PO Reconciliation Workbench** lets you take action on multiple purchase orders at one time. Depending on your security, you can take the following actions on existing purchase orders:
 - Approve
 - Unapprove
 - Cancel
 - Close*
 - Preview
- * Only individuals assigned the security role of **Agency Buying Administrator** are able to 'Close' purchase orders using the Purchase Order Reconciliation Workbench. The **Buyer** role will not be able to close purchase orders using the Purchase Order Reconciliation Workbench as this option is disabled (grayed out and unavailable) for the Buyer role.
- Use the **Reconciliation Workbench – Filter Options** page to search for purchase orders by specific criteria
- You can save the results and filtering options of your search for referencing at a later time

Participant Notes:



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Using the Purchase Order Reconciliation Workbench.



Walkthrough/Activity

We will now complete Activity 10: Using the Purchase Order Reconciliation Workbench in your Activity Guide.

Page Name	Description
Reconciliation Workbench – Filter Options	Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench>Filter Options

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:

Reconciliation WorkBench

Filter Options

Business Unit: 00800 WorkBench ID: REVIEW

Description:

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: To:

PO Date: To:

Activity Date: To:

Due Date: To:

Request BU: Requisition ID:

Vendor ID:

Item ID:

Buyer:

Contract SetID:

Contract ID:

Release Number:

GPO ID:

GPO Contract:


Status

☐ Include Closed
☐ Open ☐ Approved ☐ Dispatched ☐ Cancelled ☐ Pending Appr

Figure 34. Reconciliation Workbench - Filter Options Top of Page

Participant Notes:

Receiving

Recv Reqd 

☐ All ☐ Not Received ☐ Partially Received ☐ Fully Received

Matching

☐ Required ☐ Not Required

☐ All ☐ None ☐ Partial Match ☐ Fully Matched

Encumbrance

☐ Open Encumbrances

ChartFields

GL Unit	Account	Fund	Dept	Program	Class	Bud Ref	PC Bus Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Reconciliation WorkBench](#)

Figure 35. Reconciliation Workbench - Filter Options Bottom of Page

Customize | Find | View All |  First 1 of 1 Last

Source Type	Category	Subcategory	ChartField 1	ChartField 2	Affiliate	Fund Affil	Budget Date	Location Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Reconciliation WorkBench

Business Unit: 17300 WorkBench ID: CANCEL1.13

*Description:

Select POs for Further Processing

List of Purchase Orders [Customize](#) | [Find](#) | [View All](#) | [Download](#) First 1 of 1 Last

Detail	Other	
Purchase Order	Doc Status	PO Status
<input type="checkbox"/> 0000000965		Canceled N



☒ [Select All](#) ☐ [Clear All](#)

Action: Approve Unapprove Cancel Close Preview

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Save

Figure 37. Reconciliation Workbench

Field	Description
Description	Enter a description for the results of Reconciliation Workbench filter
Purchase Order	Click one of the purchase order number links to open the Purchase Order Inquiry page for the purchase order in a new window
Doc Status 	Click the Doc Status button to open the Document Status page for the purchase order in a new window
Lines 	Click the Lines button to open the Reconciliation Workbench – Purchase Order Lines page and view or select the lines associated with the selected purchase order

Participant Notes:



PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool



Field	Description
Approve	Click the Approve button to approve selected purchase orders
Unapprove	Click the Unapprove button to reverse the approval of selected purchase orders, changing the PO Status field to "Open"
Cancel	Click the Cancel button to cancel the entire purchase order and change the PO Status field to "Canceled". Note: Canceling a purchase order cannot be reversed.
Close	For the use by the role of Agency Buying Administrator only: Click the Close button to remove the purchase order from further processing
Preview	Click the Preview button to open the Process Monitor page in a new window

Table 25. Reconciliation Workbench - Detail Tab Fields

Rest of this page left intentionally blank. Please turn to the next page.

Participant Notes:



Page Name	Description
Reconciliation Workbench	Purchasing>Purchase Orders>Reconcile POs>Reconciliation Workbench>Other tab

Reconciliation WorkBench

Business Unit: 17300 WorkBench ID: CANCEL1.13

*Description:

Select POs for Further Processing

List of Purchase Orders										
										Customize Find View All Download
										First 1 of 1 Last
Purchase Order	Doc Status	PO Status	Hold	Procurement Card	Receipt Status	Backorder Status	Budget Status	NP Budget Status	Document Tolerance Status	Go To PO Activity Summary
<input type="checkbox"/> 0000000965		Canceled	N		Not Recvd	None	Not Chk'd	Valid	Valid	 

☒ Select All ☐ Clear All

Action:

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Figure 38. Reconciliation Workbench - Other Tab



Field	Description
Go To PO Activity Summary 	Click the Go To PO Activity Summary button to go to the Activity Summary page for the selected purchase order in a new window
Edit the PO? 	Click the Edit the PO button to go to the Maintain Purchase Orders page for the selected purchase order in a new window

Table 26. Reconciliation Workbench - Other Tab Fields

Participant Notes:

Topic 4: SRM (Supplier Relationship Management) Dashboard

- Personalizing your **Homepage** allows you to decide how you would like your homepage appear. You are able to add dashboards, shortcuts, and reports to your homepage for easier access. In doing so, you are able to choose functions you use most regularly, which become easily available, as well as place items on the homepage in a way which makes you feel most comfortable and work most efficiently.



Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Using the Supplier Relationship Management Dashboard.

- Review Job Aid:** SRM Dashboard Pagelets – Buyer View
- Review Job Aid:** SRM Dashboard Pagelets – Manager View

Topic 5: Review Purchase Order Change History

- Use the **Review Change History** component to search for an existing purchase order change order and review the changes since the last dispatch of the purchase or change order

Page Name	Description
Batch	Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Batch

Participant Notes:

Batch
Header Changes
Line Changes
Ship Changes

Unit: 00200 PO: 0000000195

Batch
Find | View All
First ◀ 1 of 1 ▶ Last

Batch: 4

Revision Date: 08/19/2009

Return to Search
Previous in List
Next in List
Notify

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

Figure 39. Review Change History Batch Page

Page	Description
Batch	Use the Batch page to review purchase order batch changes information

Table 27. Review Change History Batch Page Information

Participant Notes:

PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool

Page Name	Description
Header	Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Header

[Batch](#)
[Header Changes](#)
[Line Changes](#)
[Ship Changes](#)

Business 00200 PO Number: 0000000195
 Unit:

PO Header Customize | Find | View All | First 1-10 of 30 Last

Batch	Seq	Description	More Information
0	0	Billing Location	MAIN
0	0	Buyer	JBATISTA
0	0	Contact	
0	0	Currency Code	USD
0	0	Purchase Order Reference	
0	0	PO Status	D
0	0	Payment Terms ID	30
0	0	Rate Type	CRRNT
0	0	Tax Exempt Flag	Y
0	0	Tax Exemption Number	1234567890

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Batch](#) | [Header Changes](#) | [Line Changes](#) | [Ship Changes](#)

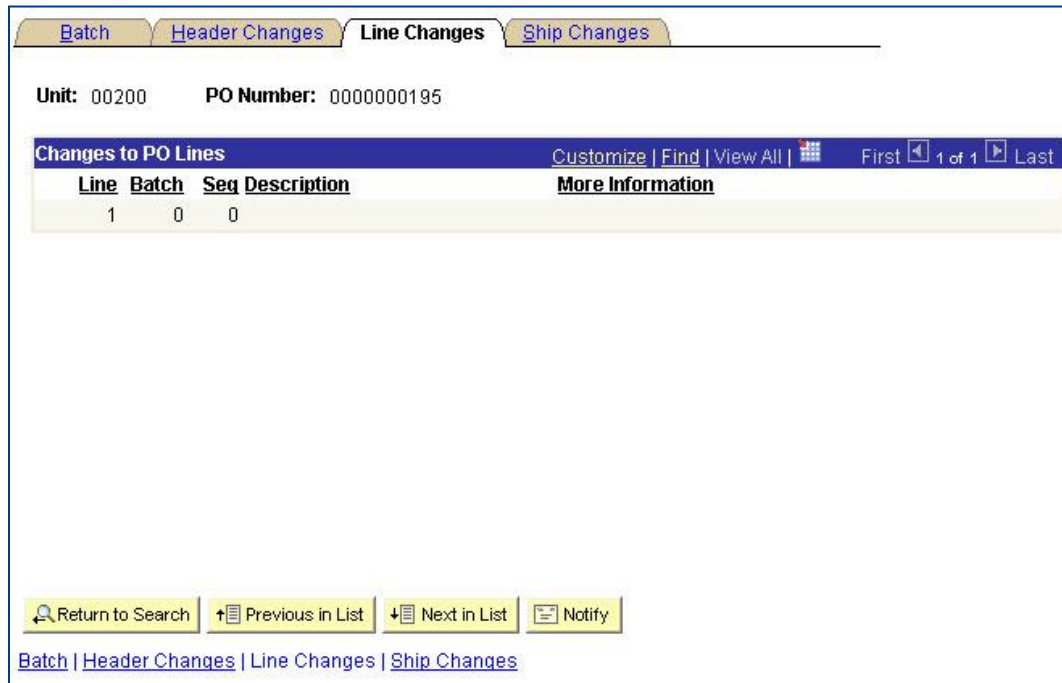
Figure 40. Review Change History Header Changes Page

Page	Description
Header Changes	<p>Use the Header Changes page to review the purchase order header change information.</p> <p>Note: Use the scroll area to view original values for values that have changed, as well as the changed values.</p>

Table 28. Review Change History Header Changes Page Information

Participant Notes:

Page Name	Description
Line	Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Line



The screenshot shows the 'Line Changes' tab selected in the 'Review Change History' section. The page displays the following information:

- Unit:** 00200 **PO Number:** 0000000195
- Changes to PO Lines** table with columns: Line, Batch, Seq, Description, and More Information.
- Table content:

Line	Batch	Seq	Description	More Information
1	0	0		
- Navigation buttons: Return to Search, Previous in List, Next in List, and Notify.
- Footer links: Batch | Header Changes | Line Changes | Ship Changes

Figure 41. Review Change History Line Changes Page

Page	Description
Line Changes	<p>Use the Line Changes page to review purchase order line change information.</p> <p>Note: Use the scroll area to view original and changed values.</p>

Table 29. Review Change History Line Changes Page Information

Participant Notes:

PO321: Processing Purchase Orders Participant Guide

Statewide Management, Accounting and Reporting Tool

Page Name	Description
Ship	Purchasing>Purchase Orders>Manage Change Orders>Review Change History>Ship

[Batch](#)
[Header Changes](#)
[Line Changes](#)
[Ship Changes](#)

Unit: 00200 PO Number: 0000000195

Changes to PO Schedules					Customize Find View All	1-9 of 18	Last
Line	Sched	Batch	Seq	Description	More Information		
1	1	0	0	Status	A		
1	1	0	0	Due Date	07/23/2009		
1	1	0	0	Freight Terms Code	DEST		
1	1	0	0	Merchandise Amt			
1	1	0	0	Price			
1	1	0	0	Purchase Order Quantity	1.00000		
1	1	0	0	Ship To Location	MAIN		
1	1	0	0	Ship Via			
1	1	1	1	Change Order Source	ONL		

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Batch](#) |
 [Header Changes](#) |
 [Line Changes](#) |
 [Ship Changes](#)

Figure 42. Review Change History Ship Changes Page

Page	Description
Ship Changes	<p>Use the Ship Changes page to review purchase order schedule change information.</p> <p>Note: Use the scroll area to view original and changed values.</p>

Table 30. Review Change History Ship Changes Page Information

Participant Notes:



Walkthrough/Activity

We will now complete Activity 11: Review Purchase Order Change History in your Activity Guide.

Lesson Review

In this lesson, you learned to:

- Review purchase order history using the Purchase Order Inquiry page
- View a printable version of a purchase order
- Use the Purchase Order Reconciliation Workbench
- View the SRM (Supplier Relationship Management) Dashboard
- Review the SRM Dashboard pagelets available for use in SMART
- Review purchase order change history



Walkthrough/Activity

We will now complete Activity 12: PO Reconciliation Workbench and SRM Dashboard in your Activity Guide.

Rest of this page left intentionally blank.

Participant Notes: